United Nations ST/IC/2010/22

# Secretariat

23 July 2010

## Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2010 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2010 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2010/7.

2. The 2010 competitive examination for recruitment to the Professional category is scheduled to be held on 1 December 2010 (written component) and in March/April 2011 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

**Selection of occupational groups and total number of recruitments per year**

3. The Office of Human Resources Management has conducted a workforce planning exercise to establish the occupational groups at the Professional level (P-1 and P-2) for which examinations are needed, and the projected vacancies in those groups. The total number of posts subject to geographical distribution which can be filled in a given year by successful candidates from this examination will be up to 10 per cent of the number of staff, other than language staff, recruited during the previous calendar year at the junior Professional level (P-1 and P-2) after passing a competitive examination.

4. In addition, up to seven recruitments can be made against vacant Professional posts not subject to geographical distribution, other than language posts, and up to three recruitments in duty stations with chronically high vacancy rates, supported by evidence that no successful candidates from the national competitive recruitment examinations are available as certified by the Office of Human Resources Management.

5. On the basis of these projections of organizational needs, the Office of Human Resources Management has selected the following occupational groups for the examination:

* Expiration date of the present information circular: 31 December 2011.

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(a) **Administration**, which covers work such as that of administrative officers, budget officers, human resources officers, procurement officers and project management officers;

(b) **Demography**, which covers work such as that of population affairs officers;

(c) **Economics**, which covers work such as economic affairs officers;

(d) **Human rights**, which covers work such as that of human rights officers, humanitarian affairs officers and political affairs officers;

(e) **Legal affairs**, which covers work such as that of legal affairs officers;

(f) **Radio producer (Arabic, Chinese or French)**, which covers work such as that of radio producer, public information officers and press officers;

(g) **Security**, which covers work such as that of security officers;

(h) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, environment, social statistics, demography and trade;

(i) **Web design/development**, which covers work such as that of web designers, web developers and website officers.

**Eligibility**

6. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take the competitive examination in a particular occupational group, provided that he or she:

(a) Has a minimum of five years of continuous service in the Secretariat, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 7 below;

(b) Has a rating of at least "fully meets performance expectations" or "fully successful performance" in his or her two most recent performance assessments;

(c) Holds a United Nations appointment valid at least until 31 May 2011;

(d) Meets the minimum eligibility criteria set out in paragraphs 8 to 10 of the present information circular.

7. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2010 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

**Eligibility criteria**

8. Staff members are invited to apply for one of the occupational groups in which the examination is to be held on 1 December 2010. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the

occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Administration**: first-level university degree in public or business administration, commerce, finance, marketing, human resources management or another relevant discipline;

(b) **Demography**: first-level university degree in demography, sociology, statistics or economics with an emphasis on population studies;

(c) **Economics**: first-level university degree in macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth, and public economics;

(d) **Human rights**: first-level university degree in law, international relations, economics, social or political sciences, all of which must be with a specialization in human rights. The requirement for a specialization in human rights in any of the aforementioned disciplines can be waived if the applicant has at least two years of work experience at the national or international level in an area relevant to human rights or two years of work experience in technical cooperation or project management, including budget management;

(e) **Legal affairs**: first-level university degree in law, public law, international law, law of the sea, human rights law and international humanitarian law;

(f) **Radio producer**: first-level university degree in communication, broadcast journalism or media studies. Applicants with first-level university degree in a field relevant to the work of the Organization, namely, political science, international relations, modern history, social science, economics or legal affairs, and with work experience in public information as a television or radio producer, will also be considered. In addition to the education requirement, a minimum of two years experience in radio or television broadcast journalism as writer, producer or editor are required. Fluency in English (both oral and written) is required. Since this examination will be held in radio production for Arabic, Chinese and French radio broadcasting only, fluency in Arabic, Chinese or French (both oral and written) is also required;

(g) **Security**: first-level university degree in criminology, criminal justice, security management or related field. Military or police academy training equivalent to a first-level university degree will also be considered if the applicant has at least two years of relevant work experience;

(h) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in statistics and/or econometrics, social sciences with a specialization in statistics, or demography;

(i) **Web design/development**: first-level university degree in web design and programming, or other relevant fields, such as computer information systems, graphic arts and public information, provided that the applicant can demonstrate at least three years of experience in web design/production (working with software programmers in a multilingual web-application environment) and developing websites in multiple browsers; creating and manipulating existing and original graphic design elements for client websites using design programs and various programing languages; maintaining and updating content and graphics on existing

websites; laying out HTML/ASP web pages with a database back-end; deploying websites on Apache or IIS and handling SSLs; producing comprehensive visuals to give clients conceptual and visual information that will determine the final look and feel of projects; web copywriting and editing.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2010 may apply to take the examination in each of the two groups.

9. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2010 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2010, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 8).

10. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 6.

**Applications**

11. The preferred way to submit applications is through the Careers portal. Staff members who wish to submit an application should fill out accurately and completely, in English or French, the online application form available from the Careers portal (http://careers.un.org/) and submit it with all the required documentation through that website no later than 10 September 2010. Alternatively, staff members may complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board no later than 10 September 2010. The staff member's two most recent performance reports must also be submitted with the application.

**Format and substance of the examination**

12. The examination consists of a written examination and an oral examination related to the occupational group concerned.

**Written examination**

13. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

**Oral examination**

14. On the basis of performance in the written examination, the Board of Examiners will invite successful examinees to take an oral examination. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the examinee's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups. Examinees serving at

duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

**Establishment of the roster and recruitment of successful candidates**

15. Successful candidates in the examination will be placed on a roster from which programme managers may select candidates to fill positions at the P-2 level in the Organization. Candidates will remain on the roster until they are selected for a position. In a given calendar year, the total number of recruitments may not exceed the numbers indicated in paragraphs 3 and 4 above.

# Annex

## Application for the competitive examination for recruitment to the Professional category of staff members from other categories

**(United Nations Secretariat staff members only)**

All correspondence with candidates will be conducted on the basis of the information provided by the applicants. It is the responsibility of the applicants to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

**Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 10 September 2010.**

### Section I. Personal data

Please type or print legibly.

Last name (family name):

First name:

Nationality:

Sex: F M Index No.:[a] Category: Present level:

Type of appointment: Fixed-term: Probationary: Permanent:

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry into the United Nations Secretariat: Day: Month: Year:

Date of two most recent PAS: Day: Month: Year:
Day: Month: Year:

**Please submit a copy of your two most recent Performance Appraisal System reports (PAS) with your application.**

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Main language (mother tongue): _____

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration _____ Demography _____ Economics _____ Human rights _____

Legal affairs _____ Radio producer (Arabic, Chinese or French) _____ Security _____

Statistics _____ Web design/development _____

Duty station: _____

Department/office: _____
(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No. _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐ 2009 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐ 2009 ☐

## Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

| ***Certificate, diploma or degree*** *(Exact title in original language. For work towards a degree, please list number of credits.)* | ***Institution name*** ***Place*** ***Country*** | ***Period of study*** Month Year | ***Description of courses or main field of study*** |
|---|---|---|---|
| Secondary studies | | From: | |
| | | To: | |
| Post-secondary studies | | From: | |
| | | To: | |
| | | From: | |
| | | To: | |
| | | From: | |
| | | To: | |
| | | From: | |
| | | To: | |

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

## Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

## Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

| *Language* | *LPE year* | *Read* | *Understand* | *Speak* | *Write* | *Institution and diploma (period(s) of study)* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

## Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐ Index No.: ☐☐☐☐☐☐

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration _____ Demography _____ Economics _____ Human rights_____

Legal affairs _____ Radio producer (Arabic, Chinese or French)_____Security _____

Statistics _____ Web design/development_____

Highest educational level:

High school ☐ Post-secondary ☐ Bachelor's degree ☐ Master's degree ☐ Other (PhD, etc.) ☐

## Section VI. Certification of accuracy of information provided

**Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than 10 September 2010** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board Secretariat
Examinations and Tests Section
Office of Human Resources Management, Room CS-1115D
Court Square
24-01 44th Road
Long Island City, NY 11101, USA
Fax: (212) 963-3683

e-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

**Important: applications that are incomplete or do not include essential information may be rejected.**

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Two most recent PAS reports

**Competitive examination for recruitment to the Professional category of staff members from other categories**

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

*Central Examinations Board stamp*

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.